

# Submitting Record Access Applications using the EEA ePLACE Portal

By MDAR Pesticide Program

# Are Your Product Registration (PR) Records in the Desired EEA ePLACE Portal Account?

- Do you need access to Product Registration (PR) Records that are in another EEA ePLACE Portal Account?
- The following guide will:
  - Describe the different types of records and their role in completing registrations and renewals; and
  - Show you how to file an Application to Request Record Access--moving records from one EEA ePLACE Portal Account to your account.

# What You Need

- **Request Letter** on official business letterhead that indicates your authorization to request access to the specific product registration records.
- **EEA ePLACE Portal Account** where you need specific records to be moved.
- **Record Identification Numbers** for the records you need and want moved to your account.

# A Quick Overview

- Before we begin, it's important to have a brief understanding of the following:
  - The different types of records in your EEA ePLACE Portal Account; such as, applications for new registrations or for renewals vs. records for approved registrations; and
  - The purpose of these records; such as, the role that PR Records play in launching the renewal of your pesticide products.

# What are the Different Record Types in Your EEA ePLACE Portal?

- **Product Registration (PR) Records\***
  - Represent approved Product Registrations and begin with “PR” e.g. PR-0007924 (\***required for renewals**)
- **Renew Application Records**
  - Represent applications submitted to renew product registrations and end with “REN” e.g. 20-PR-0015-REN
- **New Application Records**
  - Represent applications submitted for new products and end with “APP” e.g. 20-PR-0148-APP

# PR Records Vs. New and Renew Application Records

- **Product Registration (PR) Records\*** are the approved registrations. These records remain in your EEA ePLACE Portal Account after your new product registration application or your renewal application is processed. \*These are essential for anyone seeking to renew their registrations.
- **New and Renew Application Records** are the “temporary” records that are created when you file applications and are removed from your ePLACE Portal Account after they are approved.

# Where are Your Records Stored in the EEA ePLACE Portal?

The records associated with each EEA ePLACE Portal Account are found by clicking on the **My Records** tab.



# Your Records are Displayed After Clicking on “My Records”

## ▼ MDAR

Showing 1-7 of 7 | [Download results](#) | [Add to collection](#)

| <input type="checkbox"/> | Date       | Record Number  | Record Type   | Category   | Expiration Date | Status          | Action                              |
|--------------------------|------------|----------------|---|------------|-----------------|-----------------|-------------------------------------|
| <input type="checkbox"/> | 03/24/2020 | 20-PR-0015-REN | MDAR - Massachusetts Pesticide Product Registration Renewal       | test       |                 | Payment Pending | <a href="#">Pay Fees Due</a>        |
| <input type="checkbox"/> | 03/20/2020 | 20-PR-0012-REN | MDAR - Massachusetts Pesticide Product Registration Renewal       | test       |                 | Approved        |                                     |
| <input type="checkbox"/> | 03/18/2020 | 20-PR-0005-REN | MDAR - Massachusetts Pesticide Product Registration Renewal       | test       |                 | Approved        |                                     |
| <input type="checkbox"/> | 03/18/2020 | 20-PR-0003-REN | MDAR - Massachusetts Pesticide Product Registration Renewal       | test       |                 | Approved        |                                     |
| <input type="checkbox"/> | 03/18/2020 | PR-0007924     | MDAR - Massachusetts Pesticide Product Registration Authorization | test - 1-5 | 06/30/2020      | About to Expire | <a href="#">Renew Authorization</a> |
| <input type="checkbox"/> | 03/16/2020 | PR-0007920     | MDAR - Massachusetts Pesticide Product Registration Authorization | test - 1-2 | 06/30/2020      | About to Expire | <a href="#">Renew Authorization</a> |
| <input type="checkbox"/> | 03/16/2020 | PR-0007921     | MDAR - Massachusetts Pesticide Product Registration Authorization | test - 1-3 | 06/30/2020      | Active          | <a href="#">Amendment</a>           |



# Are You Prepared for MDAR Renewal Season? Focus on PR Record Numbers!

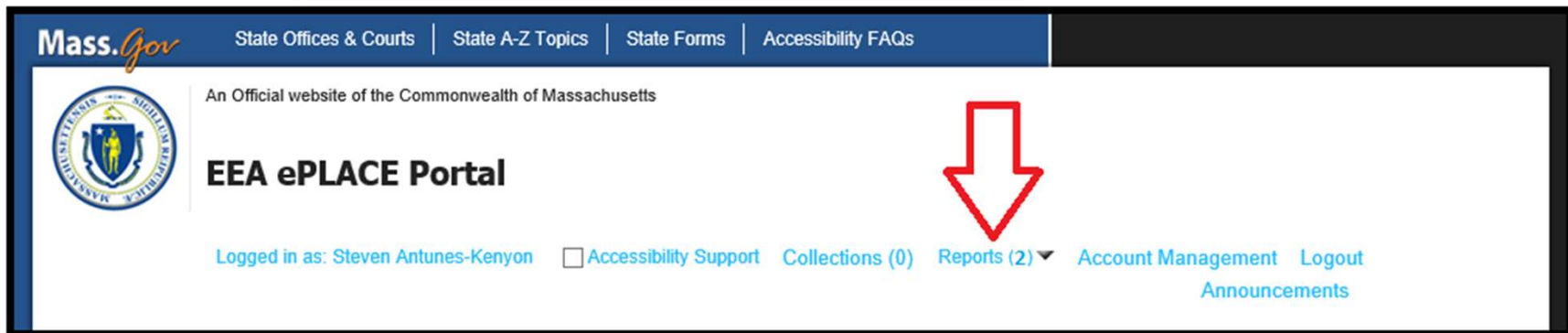
- Each unique EPA Registration Number, is assigned a Product Registration (PR) Record Number or PR-Number—beginning with the letters “PR”.
- “Alternate Brand Name” (ABN) registrations will share the same PR Number as the original registration.
- **If you or your team have all the PR-Records for your Massachusetts Registrations, then you are prepared for renewals!**

# Are You or Your Team Missing PR-Records—required for renewals?

- You will need to submit an Application Requesting Record Access if:
  - New product registrations or product renewals were completed by another company or agent, but you are the company or agent now responsible for such registration and renewals.
  - Product registrations or their renewals were completed by another person within your organization who has left and you will now be responsible for those registration and renewals.

# Search for PR Numbers by Company or EPA Registration Number

<https://eplace.eea.mass.gov/CitizenAccess/>



The screenshot shows the EEA ePLACE Portal website. At the top, there is a blue navigation bar with the "Mass.gov" logo and links for "State Offices & Courts", "State A-Z Topics", "State Forms", and "Accessibility FAQs". Below this, the page header includes the Massachusetts state seal, the text "An Official website of the Commonwealth of Massachusetts", and the title "EEA ePLACE Portal". A red arrow points down to the "Reports (2)" link in the user menu. The user menu also includes "Logged in as: Steven Antunes-Kenyon", "Accessibility Support" (with a checkbox), "Collections (0)", "Account Management", "Logout", and "Announcements".

Mass.gov | State Offices & Courts | State A-Z Topics | State Forms | Accessibility FAQs

An Official website of the Commonwealth of Massachusetts

**EEA ePLACE Portal**

Logged in as: Steven Antunes-Kenyon ☐ Accessibility Support Collections (0) Reports (2) Account Management Logout Announcements

# Other Sources for Seeking PR Record Numbers

- Approved Product Registration (PR) Numbers are available via the following sources:
  - By contacting the company or agent that was issued the PR Numbers and previously responsible for such registration and renewals.
  - By contacting the Department of Agricultural Resources Pesticide Program.

# Submit a Record Access Request Application

**Start by Logging Into Your EEA ePLACE Portal**

<https://eplace.eea.mass.gov/citizenaccess/>

Home

## Welcome to the Commonwealth of Massachusetts ePLACE Portal

The Commonwealth of Massachusetts is pleased to offer online access to many licensing, permitting and certificate services. With ePLACE, the Commonwealth hopes to deliver more efficient, convenient, and interactive e-government services.

### Options for Licensees and Applicants:

- Apply for, Renew, or Amend a License, Permit, Certificate or Notification
- Make Payments Online

### ePLACE Portal Account Registration:

In order to utilize most of the services available through the ePLACE, you must first register for an account. Registration is required to do any of the following:

### Login

User Name or E-mail:

Password:

Login »

☐ Remember me on this computer

[I've forgotten my password](#)

[New Users: Register for an Account](#)



# File an Online Application

The screenshot shows the user interface of the Commonwealth's EEA ePlace Portal. At the top, there is a dark blue 'Home' button. Below it is a light blue navigation bar containing three buttons: 'Dashboard', 'My Records', and 'My Account'. The main content area on the left is white and contains a welcome message for 'Steven Antunes-Kenyon', a list of actions under the heading 'What would you like to do?', and a 'Click Here' link. On the right, there is a light blue sidebar with a blue button labeled 'File an Online Application' and a large red outline arrow pointing upwards towards the button.

**Home**

Dashboard My Records My Account

**Welcome Steven Antunes-Kenyon**  
You are now logged in to the Commonwealth's EEA ePlace Portal.

**What would you like to do?**

- New License, Permit, Certificate, Notification or Registration [Click Here](#)
- Renew License, Permit, Certificate or Registration (select "My Records" above)
- Amend License, Permit, Certificate or Registration (select "My Records" above)

**File an Online Application**

# Accept Terms and Conditions

Home

[File an Online Application](#)

## EEA ePLACE Portal Disclaimer

Welcome to the Commonwealth of Massachusetts EEA ePLACE (ePermitting) portal. In order to continue, you must review and accept the terms outlined as set forth below. Click the "Continue" button in order to proceed with the online submission process.

register for the Commonwealth of Massachusetts EEA ePLACE (ePermitting) portal. All registered users in this Portal are required to agree to the following:

1. Use of the Commonwealth of Massachusetts EEA ePLACE (ePermitting) portal is subject to federal and state laws, which may be amended from time to time, including laws governing unauthorized access to computer systems. Online inquiries and transactions create electronic records that in some instances might be disclosed to third parties pursuant to the public records law or other laws.



I have read and accepted the above terms.

[Continue »](#)



# Apply for a MDAR Authorization

## Commonwealth of Massachusetts EEA ePLACE (ePermitting) Online Services


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### New Applicants:

The Commonwealth of Massachusetts EEA ePLACE (ePermitting) portal provides the ability to file applications for licenses, permits, certificates, notifications and registrations. From the listing below, please select the service you would like to use and click the continue button.


### Existing Applicants:

Click Home and use the "My Records" tab to renew or amend a license, permit, certification or registration. If they are not listed under the "My Records" tab, please select the "Link your account" option found in section below. You will be prompted for a "record identification code" and "authorization code." from the Account Link notification you received. If you have not received a notification letter, please contact the ePLACE Help Desk Team at (844) 733-7522 or (844) 733-ePLACE between the hours of 7:30 AM - 5:00 PM Monday-Friday.




▼ **Energy and Environmental Affairs (DEP, MDAR, DCR)**

☐ Apply for a DEP Authorization

☒ **Apply for a MDAR Authorization** 

☐ Apply for a DCR Authorization

▶ **Link Your Account**





# Select Request Record Access Application

Home

MDAR Applications

## Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.



Search

### ▼ Pesticide Program Options

- ☐ MDAR - Massachusetts Pesticide License Application
- ☐ MDAR - Massachusetts Pesticide Product Registration Application
- ☒ MDAR - Request Record Access Application

Continue Application »

# Begin Your Record Request

## MDAR - Request Record Access Application

|                       |             |          |                    |
|-----------------------|-------------|----------|--------------------|
| 1 Request Information | 2 Documents | 3 Review | 4 Record Submitted |
|-----------------------|-------------|----------|--------------------|

### Step 1: Request Information > Page 1 of 1

\* indicates a required field.

## Request Details

Choose the Agency and Program from the below drop down menus, where the records are from.

What agency are the records from?:

MDAR - Massachusetts Department of Agricultural Resources ▼

← Static / Fixed Field

What program are the records from?: \*

Pesticide Program ▼

← Program Needed

# Add Rows for Each Record Number Requested

## Record List

### REQUEST RECORD LIST

Click the down arrow on the "Add a Row" button and select the number of rows needed for each of the Records you seek to transfer to your account. Each Record will need its own row. After you have submitted all of the desired Record Identification Numbers, please click the Continue Application button. You may also use the Edit Selected and Delete Selected Buttons to make changes to your application.

Showing 0-0 of 0

| Record ID         | Comments |
|-------------------|----------|
| No records found. |          |

**Add a Row** ▼ **Edit Selected** **Delete Selected**



You will need to Add a Row for Every Record Number that you request. Click the "Add a Row" button for one record number or click the down arrow for adding 2 or more rows.

**Continue Application »**

**Save and resume later**

# Enter the Requested Record Numbers and Related Comments

REQUEST RECORD LIST

×

Click the down arrow on the “Add a Row” button and select the number of rows needed for each of the Records you seek to transfer to your account. Each Record will need its own row. After you have submitted all of the desired Record Identification Numbers, please click the Continue Application button. You may also use the Edit Selected and Delete Selected Buttons to make changes to your application.

\*Record ID:

PR-0007924

Enter the EEA ePLACE Portal Record Number Requested

Comments:

\*Record ID:

PR-0007920

Enter the EEA ePLACE Portal Record Number Requested

Comments:

\*Record ID:

PR-0007921

Enter the EEA ePLACE Portal Record Number Requested

Comments:




Submit


Cancel

# Enter the Requested Record Numbers, Related Comments, and Submit

**REQUEST RECORD LIST** ×

Click the down arrow on the "Add a Row" button and select the number of rows needed for each of the Records you seek to transfer to your account. Each Record will need its own row. After you have submitted all of the desired Record Identification Numbers, please click the Continue Application button. You may also use the Edit Selected and Delete Selected Buttons to make changes to your application.

|                           |   |
|---------------------------|---|
| *Record ID:<br>PR-0007924 | <br>Comments:<br>Company: Test<br>EPA Registration Number: 1- 5<br>Add Notes; such as, EPA Company Name and EPA Registration Number   |
| *Record ID:<br>PR-0007920 | <br>Comments:<br>Company: Test<br>EPA Registration Number: 1- 2<br>Add Notes; such as, EPA Company Name and EPA Registration Number  |
| *Record ID:<br>PR-0007921 | <br>Comments:<br>Company: Test<br>EPA Registration Number: 1- 3<br>Add Notes; such as, EPA Company Name and EPA Registration Number |

**Submit**  **Cancel**

# Continue Your Application

## Record List

### REQUEST RECORD LIST

Click the down arrow on the “Add a Row” button and select the number of rows needed for each of the Records you seek to transfer to your account. Each Record will need its own row. After you have submitted all of the desired Record Identification Numbers, please click the Continue Application button. You may also use the Edit Selected and Delete Selected Buttons to make changes to your application.

Showing 1-3 of 3

| <input type="checkbox"/> | Record ID  | Comments                                    |           |
|--------------------------|------------|---|-----------|
| <input type="checkbox"/> | PR-0007924 | Company: Test EPA Registration Number: 1- 5 | Actions ▼ |
| <input type="checkbox"/> | PR-0007920 | Company: Test EPA Registration Number: 1- 2 | Actions ▼ |
| <input type="checkbox"/> | PR-0007921 | Company: Test EPA Registration Number: 1- 3 | Actions ▼ |

**Add a Row** ▼ **Edit Selected** **Delete Selected**

**Continue Application »**



**Save and resume later**



# Upload Required Request Letter

Home

MDAR Applications

## MDAR - Request Record Access Application

|                       |             |          |                    |
|-----------------------|-------------|----------|--------------------|
| 1 Request Information | 2 Documents | 3 Review | 4 Record Submitted |
|-----------------------|-------------|----------|--------------------|

### Step 2: Documents > Page 1 of 1

Please upload a Supporting Attachment (document) that indicates your permission to transfer the records from the existing account to your account. Agents working on behalf of other companies or registrants, should upload the letter from the contracting company or registrant giving them permission to conduct registrations on their behalf.

After you have uploaded the document, please click on the "Document Type" drop down menu and select "Supporting Attachment" from the available types. Enter a brief description of the document. Click on the "Save" button to save your work and then click on the "Continue Application" button.

Documents

**The Department is making the Request Letter a Requirement! Such letter must be on official business letterhead and indicate your authorization to request access to the specific product registration records.**

Please upload the following Required Document(s) which are mandatory to submit this Application:

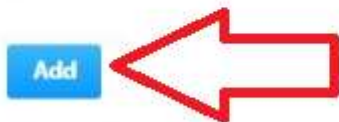
~~No Required documents~~

# Click Add to Begin Uploading the Request Letter

## Attachment

When uploading file document(s) the maximum file size allowed is 50 MB.  
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.  
The document 'Description' MUST NOT exceed 50 characters in length.  
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.  
.exe;.dll;.js;.msi;.bat;.vbs;.bin;.sql are disallowed file types to upload.

| Name              | Type | Size | Latest Update | Action |
|-------------------|------|------|---------------|--------|
| No records found. |      |      |               |        |



Add

Begin Adding the Request Letter

Continue Application »

Save and resume later



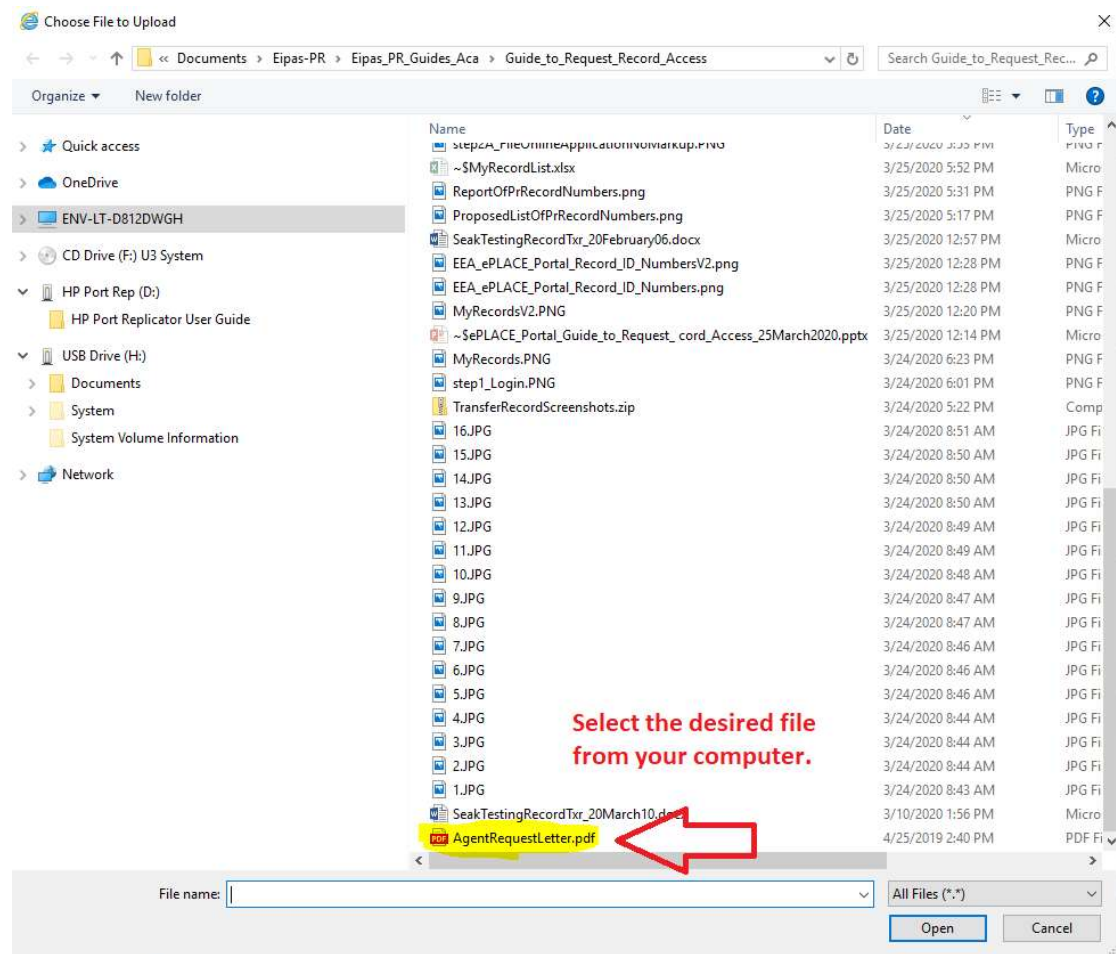
# Click Add to Navigate to Where the Letter(s) Are Located

**File Upload** ×

When uploading file document(s) the maximum file size allowed is 50 MB.  
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.  
The document 'Description' MUST NOT exceed 50 characters in length.  
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.  
.exe;.dll;.js;.msi;.bat;.vbs;.bin;.sql are disallowed file types to upload.

Continue Add Remove All Cancel

# Select the File(s) from Your Computer



# Click Continue


## File Upload

×

When uploading file document(s) the maximum file size allowed is 50 MB.  
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.  
The document 'Description' MUST NOT exceed 50 characters in length.  
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.  
.exe;.dll;.js;.msi;.bat;.vbs;.bin;.sql are disallowed file types to upload.

AgentRequestLetter.pdf

100%



ContinueAddRemove AllCancel

# Select Document Type, Add Description, Save, and Continue

## Attachment

When uploading file document(s) the maximum file size allowed is 50 MB.  
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.  
The document 'Description' MUST NOT exceed 50 characters in length.  
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.  
.exe;.dll;.js;.msi;.bat;.vbs;.bin;.sql are disallowed file types to upload.

| Name              | Type | Size | Latest Update | Action |
|-------------------|------|------|---------------|--------|
| No records found. |      |      |               |        |

\*Type: Supporting Attachment Remove

File:  
AgentRequestLetter.pdf  
100%

Description (Maximum 50 characters):

Save Add Remove All

Continue Application » Save and resume later

**1) Select Supporting Attachment**

**2) Enter a Brief Description**

**3) Click Save to Save Your Work**


**4) Click Continue Application**

# Successfully Added Required Document

Home

Successfully Completed

MDAR Applications

 **The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.

**MDAR - Request Record Access Application**

|                       |             |          |                    |
|-----------------------|-------------|----------|--------------------|
| 1 Request Information | 2 Documents | 3 Review | 4 Record Submitted |
|-----------------------|-------------|----------|--------------------|

## **Step 2: Documents > Page 1 of 1**

Please upload a **Supporting Attachment (document)** that indicates your permission to transfer the records from the existing account to your account. Agents working on behalf of other companies or registrants, should upload the letter from the contracting company or registrant giving them permission to conduct registrations on their behalf.

After you have uploaded the document, please click on the “Document Type” drop down menu and select “Supporting Attachment” from the available types. Enter a brief description of the document. Click on the “Save” button to save your work and then click on the “Continue Application” button.

# Continue Application

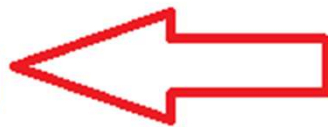
## Attachment

When uploading file document(s) the maximum file size allowed is 50 MB.  
The 'File Name' (including file extension) MUST NOT exceed 75 characters in length.  
The document 'Description' MUST NOT exceed 50 characters in length.  
Documents that exceed any of these limits will be removed by the system, and cannot be retrieved, which may delay the review process.  
.exe;.dll;.js;.msi;.bat;.vbs;.bin;.sql are disallowed file types to upload.

| Name                                   | Type                  | Size      | Latest Update | Action                    |
|--|-----------------------|-----------|---------------|---------------------------|
| <a href="#">AgentRequestLetter.pdf</a> | Supporting Attachment | 703.55 KB | 03/25/2020    | <a href="#">Actions</a> ▼ |

Add

Continue Application »



Save and resume later

# Review and Certification

Home

MDAR Applications

## MDAR - Request Record Access Application

1 Request Information

2 Documents

3 Review

4 Record Submitted

### Step 3: Review

[Continue Application »](#)

[Save and resume later](#)

Please review all information below. Click the "Edit Application" button to make changes, if needed.

## Review and Certification

[Edit Application](#)

# Certify and Continue Application

## Application Submitter

---

Individual  
Steven Antunes-Kenyon  
251 Causeway ST  
Boston, MA, 02114-2141  
United States

Telephone #:999-999-9999  
Mobile Phone:999-999-9999  
E-mail:stevenantuneskenyon@gmail.com

I hereby certify under the penalties of perjury that I have personally examined the information provided and that it is true, accurate, and complete. I further acknowledge that the submission of any false information may result in the denial, suspension, and/or revocation of any product registration, license, certification, and/or permit issued by the Massachusetts Department of Agricultural Resources and may result in legal action in accordance with M.G.L. c. 132 B and the laws of the Commonwealth of Massachusetts.

By checking the box below, I understand and agree that I am electronically signing and filling this application.

☒ By checking this box, I agree to the above certification.

Date: 03/25/2020

[Continue Application »](#)



**Attest by Clicking the "Tick" Box  
and Continue the Application**

[Save and resume later](#)



# Submission and Application to be Reviewed for Approval by MDAR

Home

MDAR Applications

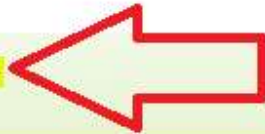
## MDAR - Request Record Access Application

|                       |             |          |                   |
|-----------------------|-------------|----------|-------------------|
| 1 Request Information | 2 Documents | 3 Review | 4 Record Issuance |
|-----------------------|-------------|----------|-------------------|

### Step 4: Record Issuance



Successfully Completed



Thank you for using our online services for your submission.  
Your Record Number is 20-TRF-000009-APP.



**Record Access or Transfer  
Application Number -- Now  
Show in "My Records"**

Please note that you will be receiving email notifications for your submission and the progress of your application. If you did not receive a confirmation email for your submission please contact the HelpDesk service, contact information provided above.

If you need to start a new application, please click Home Button.

# View the Submitted Application in “My Records”

Home

Dashboard My Records My Account

By navigating back to the "Home" positions and then to "My Records" we can see the Record Access Application Record is "In Review" by MDAR

▼ MDAR

Showing 1-1 of 1 | [Download results](#) | [Add to collection](#)

| <input type="checkbox"/> | Date       | Record Number     | Record Type                              | Category                     | Expiration Date | Status    | Action |
|--------------------------|------------|-------------------|--|------------------------------|-----------------|-----------|--------|
| <input type="checkbox"/> | 03/25/2020 | 20-TRF-000009-APP | MDAR - Request Record Access Application | MDAR - Request Record Access |                 | In Review |        |

# MDAR Review and Approval

- The MDAR Pesticide Product Registration Team will review your Record Access or Transfer request and supporting documentation.
- Upon approval you will receive confirmation via email from [eipas@mass.gov](mailto:eipas@mass.gov) and the requested record will be transferred to your ePLACE Portal Account.

# ePLACE Technical Support

- **Need Help?** For technical assistance with the ePLACE website, please call the ePLACE Help Desk Team at 844-73-ePLAC (844-733-7522), 7:30 AM-5:00 PM, Monday-Friday (except on holidays)
- You can also email [ePLACE\\_helpdesk@state.ma.us](mailto:ePLACE_helpdesk@state.ma.us)
- For assistance with non-technical questions, please contact the MDAR Product Registration Team.